



Natural Resources Conservation Service
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Transmitted via Email

February 18, 2005

MINNESOTA BULLETIN NO. 300-5-28

SUBJECT: LTP – TSP – 2005 CONTRIBUTION AGREEMENT TEMPLATE FOR USE WITH
PARTNER SOIL AND WATER CONSERVATION DISTRICTS (SWCDs)

Purpose. To distribute the 2005 Contribution Agreement Template.

Expiration Date. September 30, 2005.

Attached is the 2005 version of the Contribution Agreement Template that can be used with Districts. Changes from last year include the following items;

- The Conservation Security Program (CSP) and the Conservation Technical Assistance Program (CTA) have been added as allowable programs on which SWCDs can earn reimbursement. However, all work products must be approved by the ASTC (FO) from their list of prioritized work items and be accounted for from their Area Technical Service Providers (TSP) budget.
- Districts that are not currently set up to receive payments from USDA/NRCS or that will be changing their financial institution or account information will need to complete the SF-1199A form. If the District is already set up for electronic funds transfer with USDA/NRCS no other action is required. Once completed, the District will route the SF-1199A to their local USDA Service Center who will forward this information to the state office for further processing. Last year the process for setting up the electronic funds transfer for reimbursement involved the use of form SF3881, which is no longer used.
- The supporting documentation for reimbursement has been clarified and summarized in a bullet under the section dealing with what the District must agree to perform, as follows; “Complete and submit, not more frequently than monthly, nor less frequently than annually, the following documentation to support reimbursement”;
 - ✓ Form SF-270, Request for Advance or Reimbursement,
 - ✓ a written invoice on SWCD letterhead,
 - ✓ a copy of the TSP Technical Assistance EXCEL Spreadsheet with specific documentation detailing the program, practice, and producer where the accomplishments occurred (this must be certified by the District Conservationist)
 - ✓ a copy of the print screen of the TSP T/A “Not-to Exceed” rate calculator for the completed practice and/or practice component
- Districts must report all completed deliverable work products (when appropriate) into the Performance Results System (PRS) reporting system located on the following web site <http://ias.sc.egov.usda.gov/PRSHOME/>

- Specific work duties for each practice component (Design, Installation and Check-out) are described in the corresponding practice “Statement of Work” which can be viewed in Section IV of the Minnesota e-FOTG at the following web site;
<https://my.nrcs.usda.gov/Portal/Technology/treemenuFS.aspx?Fips=27153&MenuName=menuMNNRCS.zip>
- Districts will be reimbursed at the rates listed in the 2004 version of the TSP not-to-exceed rate calculator found on the following web site; these rates include the cost of travel.
http://www.tsp-nte.nrcs.usda.gov/county.asp?st_cd=27&st_abr=MN&st_nm=Minnesota
- If Districts will be providing TSP services for the 590, Nutrient Management practice through a Contribution Agreement, the Environmental Quality Improvement Program (EQIP) applicant receiving that service must be approved for the 590 (a) or 590 (c) payment rate.

Questions on the information in this bulletin can be directed to Jeff St. Ores, Water Quality Specialist or Paul Flynn, State Resource Conservationist. All 2005 Contribution Agreements will be routed to Laurie Otte for fund sufficiency and final signature by the State Conservationist.

WILLIAM HUNT
State Conservationist

Attachment

DIST: AC
FO
Charles Montgomery, SAO, St. Paul, MN